School Ready Libraries

Course Registration & Navigation

Note: Instructions in 2 Sections

- These instructions are split into two major sections. Each section will have its own contents page for reference.
 - Course Registration Walkthrough
 - Course Navigation Walkthrough

Course Registration Walkthrough

Contents for this section on next slide.

Course Registration Contents

- 1. School Ready Libraries Main Page
- 2. Course Registration Link
- 3-4. Course Checkout
- 5-8. Register as New User
- 9. Pending Enrollment Email
- 10. Enrollment Confirmation Email
- 11. Kentucky Virtual Campus Portal
- 12. Logging in to KYVC for the 1st Time

1. School Ready Libraries Main Page

Visit KDLA's School Ready Libraries page:

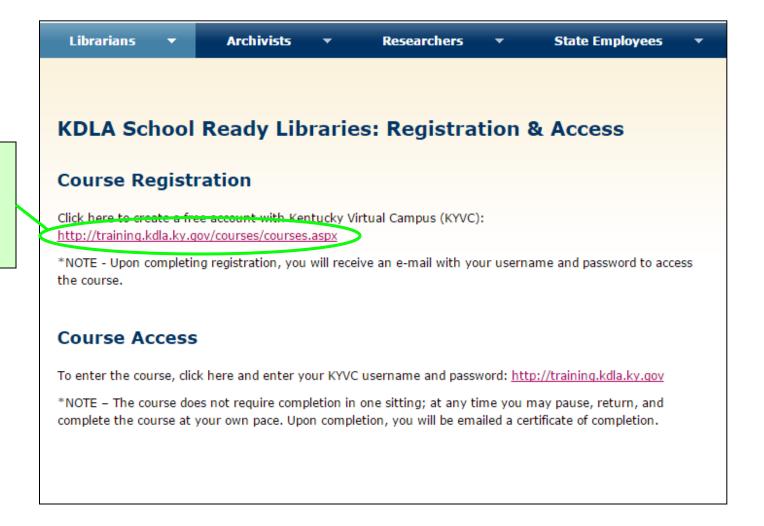
http://kdla.ky.gov/librarians/programs/Pages/SchoolReady.aspx

Click on the image to go to the Registration & Access page.

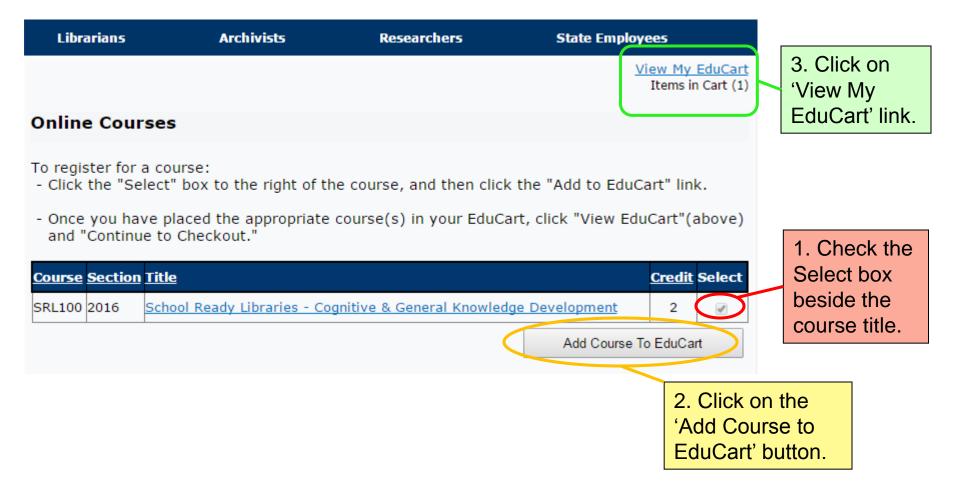


2. Course Registration Link

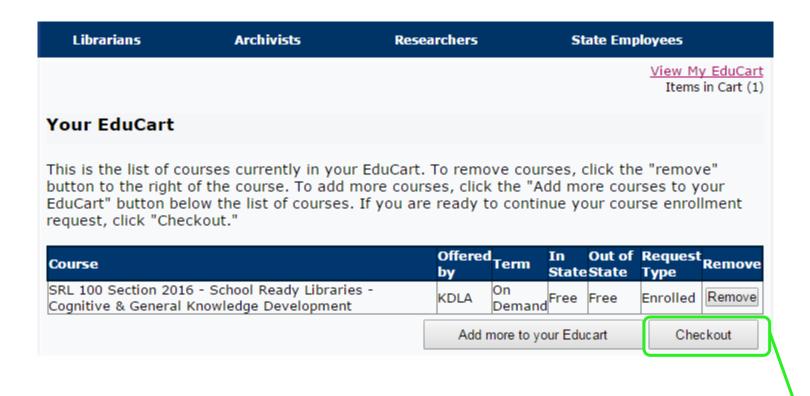
Next, click on the link under Course Registration.



3. Course Checkout (1/2)



4. Course Checkout (2/2)



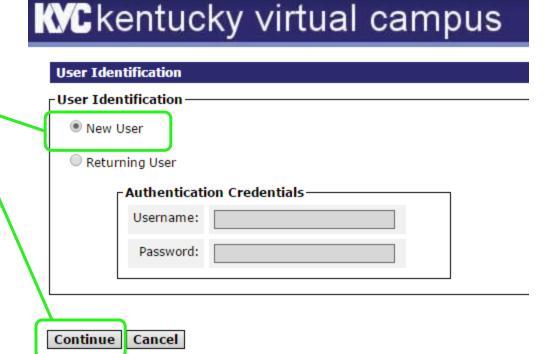
Click on 'Checkout' button.

5. Register as New User (1/4)

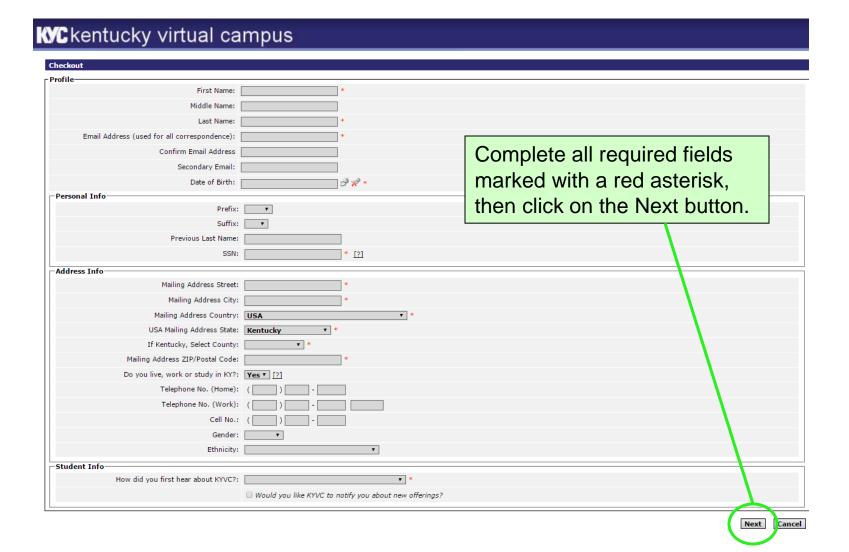
First-time users of Kentucky Virtual Campus:

- 1. Select New User then
- 2. Click on Continue

If you've previously used Kentucky Virtual Campus for other online courses, enter your Authentication Credentials and click on Continue.



6. Register as New User (2/4)



7. Register as New User (3/4)

KYCkentucky virtual campus

Checkout

Sections Details

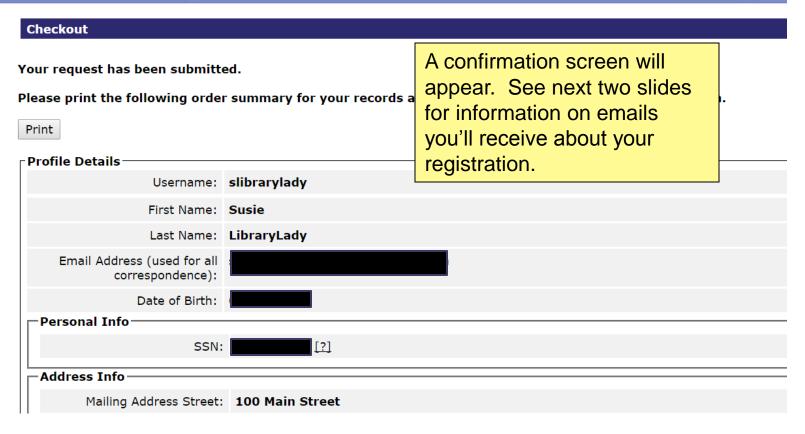
Sections Details						
<u>Course Details</u>	<u>Section</u>	Provider	<u>Term</u>	<u>Status</u>	Request Type	Fees
School Ready Libraries - Cognitive & General Knowledge Development [SRL100]	2016	KDLA	On Demand	Open	Enrollment	Free

Previous Finish Cancel

Click on the Finish button to submit your registration.

8. Register as New User (4/4)

KYC kentucky virtual campus



9. Pending Enrollment Email

From: CPE KYVC

To: CG

CG

Dear

Subject:

Your request has been received. Your enrollment is pending in the following course:

Welcome to Kentucky Department for Libraries and Archives

KDLA_8888_SRL_100_2016: School Ready Libraries - Cognitive & General Knowledge Development: FREE

To check the status of your course pending payment, go to http://training.kdla.ky.gov and login with the username and password below.

Username: Password:

If you are a new student, you will be prompted to change you

To check your enrollment status in a pending course, click "Chis pending payment, you may complete the payment process o link located beneath the course names. You may also update y Information" area

WARNING: KDLA staff must approve your registration before your Kentucky Virtual Campus enrollment is confirmed. You'll receive a notification that your enrollment is pending. A second email will follow once enrollment is confirmed.

If you have further questions, please contact the Kentucky Virtual Campus (KYVC) Help Desk toll free at (877) 740-4357 or by webform and click the Email a Question tab.

Please do not respond to this email as this mailbox is unattended.

Best wishes,

Kentucky Department for Libraries and Archives

10. Enrollment Confirmation Email

From: CPE KYVC

To: Cc:
Subject: Welcome to Kentucky Department for Libraries and Archives

Dear E

Welcome to Kentucky Department for Libraries and Archives! You are enrolled in:

SRL 100-2016 - School Ready Libraries - Cognitive & General Knowledge Development

To access your course, go to http://training.kdla.ky.gov and login.

Your username and password are:

Username: Password:

Your enrollment confirmation email will contain a link to the portal login page, your username, and a temporary password.

If you are a new student, you will be prompted to change your password the first time you log into the system.

The course you have been accepted into will be listed under "My Courses". To get started, click the name of the course. You may also update your personal information by clicking "Update Personal Information" under the "My Information" area.

We encourage you to seek out your nearest library – whether that is at school, a public library or community college campus. Trained library staff can help you access resources including Kentucky Virtual Library with newspapers online, magazines and trade or vocational journals for many different careers. Visit http://www.kyvl.org or http://kdla.ky.gov for a list of libraries nearest you.

If you have further questions, please contact the Kentucky Virtual Campus (KYVC) Help Desk toll-free at (877) 740-4357 or visit our web form at https://help.kyvc.org/cgi-bin/kyvu.cfg/php/enduser/std alp.php and click the Email a Question tab.

Please do not respond to this email as this mailbox is unattended.

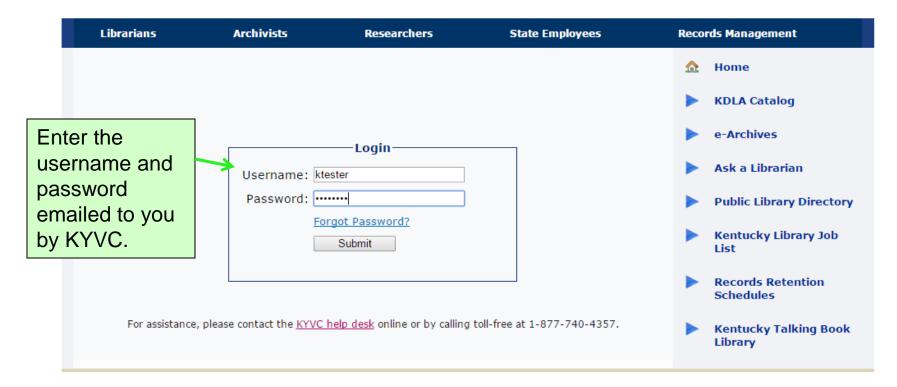
Best wishes, Kentucky Department for Libraries and Archives

11. Kentucky Virtual Campus Portal

You can access the course at http://training.kdla.ky.gov.



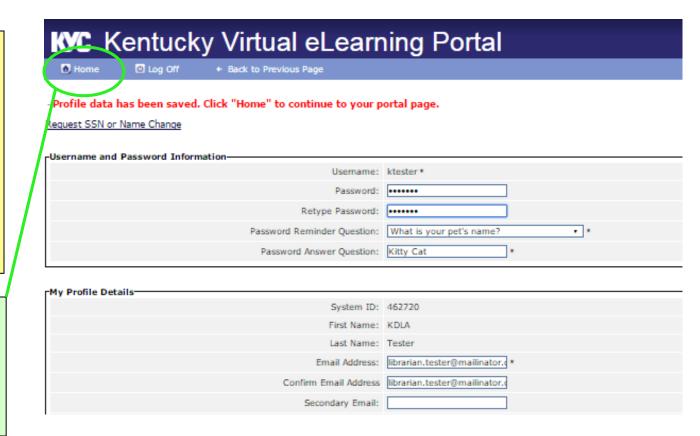
Kentucky Department for Libraries and Archives



12. Logging in to KYVC for the 1st Time

The first time you log in with the credentials sent with your enrollment confirmation, you'll be prompted to set a new password and complete more profile information.

Once you've updated your profile, click on the Home button for the main portal page.



Course Navigation Walkthrough

Contents for this section on next slide

Contents

- 1. School Ready Libraries Page
- 2. Course Access Link
- 3. Kentucky Virtual Campus Portal
- 4. Portal Home Page
- 5. Course Tab
- 6. Lessons Tab
- 7. Resources Tab
- 8. Course Overview Page
- 9. Basic Course Navigation
- 10-11. Pre-Test and Post-Test

- 12-13. Navigating Reflections
- 14. Skipping Ahead Error Message
- 15. Course Expiration Notice
- 16-18. Course Evaluation
- 19. Certificate of Completion

1. School Ready Libraries Page

Visit KDLA's School Ready Libraries page:

http://kdla.ky.gov/librarians/programs/Pages/SchoolReady.aspx

Click on the link or the image to go to the Registration & Access page.



2. Course Access Link

KDLA School Ready Libraries: Registration & Access

Course Registration

Click here to create a free account with Kentucky Virtual Campus (KYVC): http://training.kdla.ky.gov/courses/courses.aspx

*NOTE - Upon completing registration, you will receive an e-mail with your username and password to access the course.

Course Access

To enter the course, click here and enter your KYVC username and password: http://training.kdla.ky.gov

*NOTE – The course does not require completion in one sitting; at any time you may pause, return, and complete the course at your own pace. Upon completion, you will be emailed a certificate of completion.

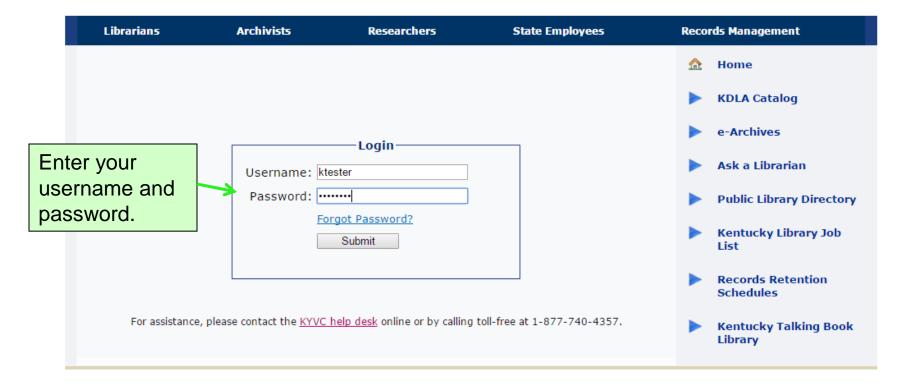
Follow the link under Course Access to go to the Login page.

3. Kentucky Virtual Campus Portal

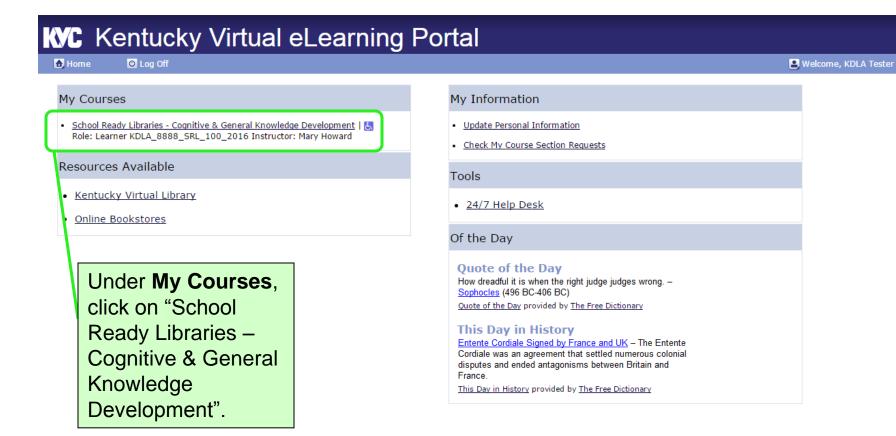
http://training.kdla.ky.gov



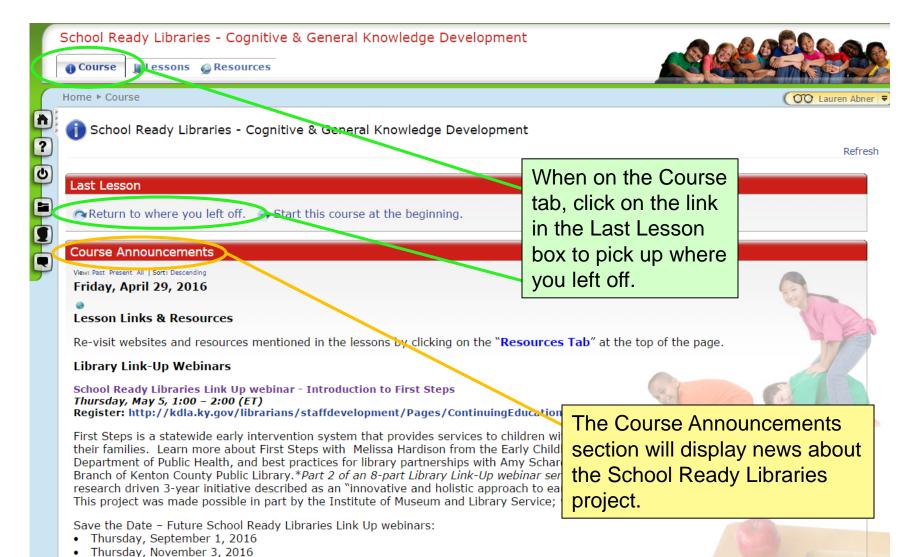
Kentucky Department for Libraries and Archives



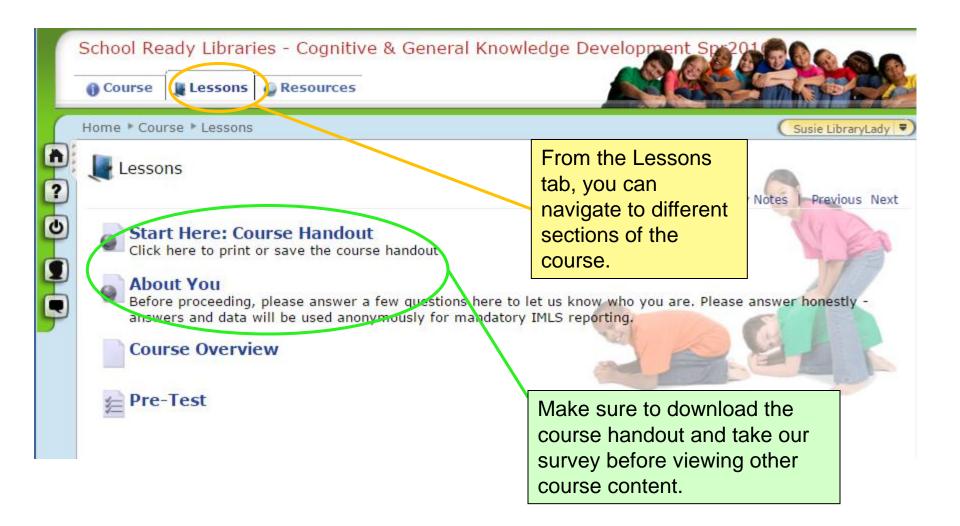
4. Portal Home Page



5. Course Tab



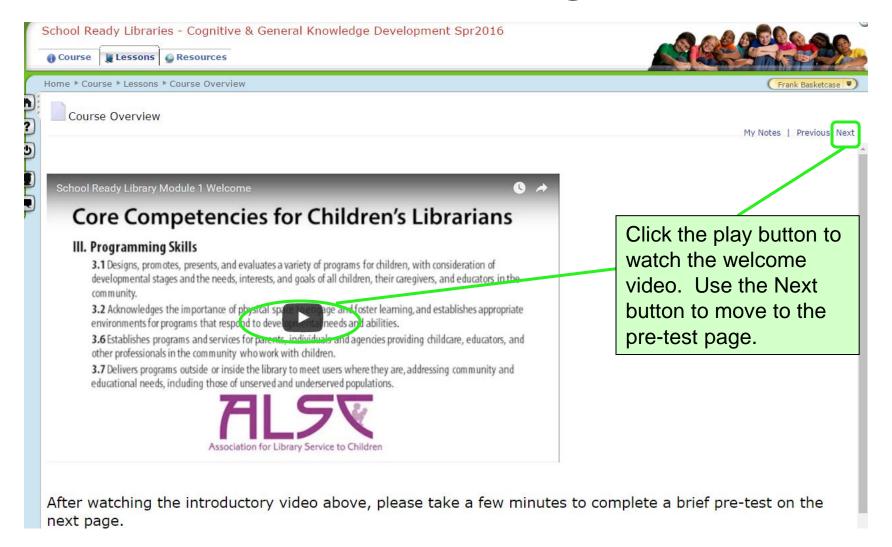
6. Lessons Tab



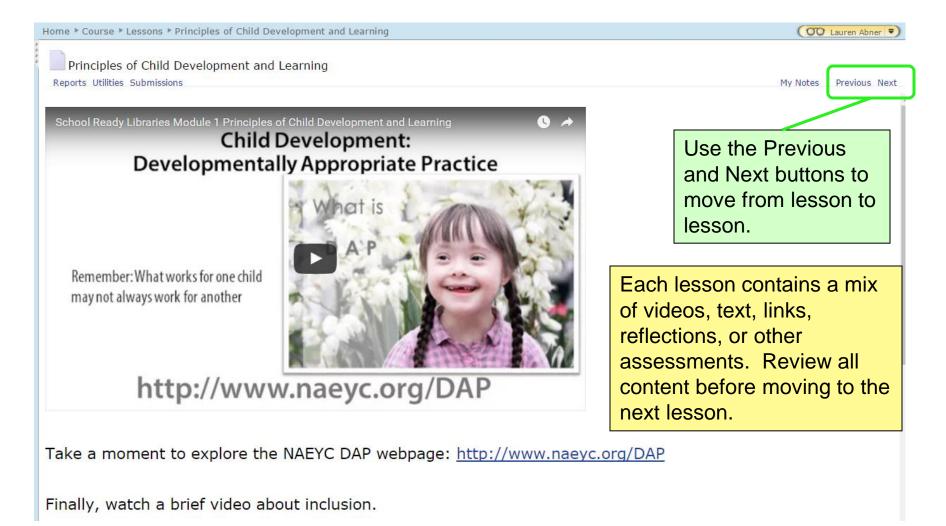
7. Resources Tab



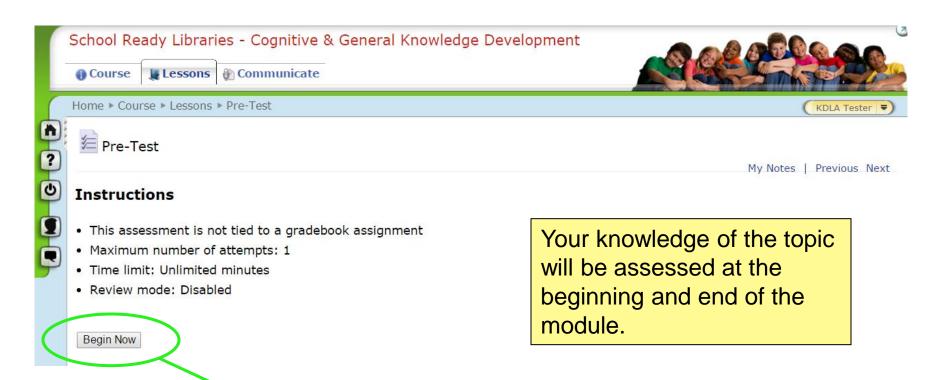
8. Course Overview Page



9. Basic Course Navigation

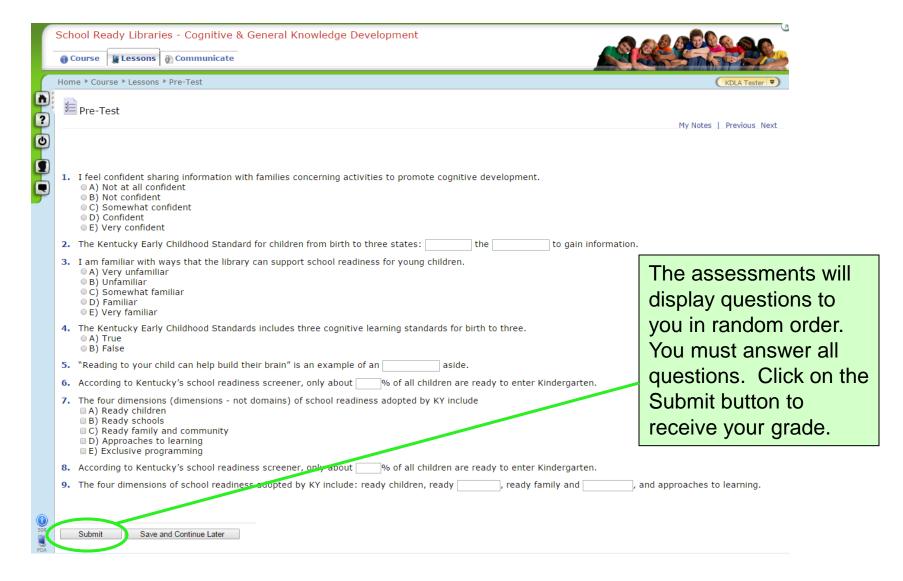


10. Pre-Test and Post-Test (1/2)



Click on Begin Now to take the assessment.

11. Pre-Test and Post-Test (2/2)



12. Navigating Reflections (1/2)



Reflection: Brain Development

My Notes | Previous Next

Instructions

As part of Saroi Ghoting's workshops, she shared information about early literacy asides.

An aside is an intentional tip that articulates to adults the connection between what is done in storytime and the skills used in reading. An aside gives parents and caregivers information to support the growth and development of their young child. These are examples, explanations, or just knowledge to empower caregivers. An aside may help caregivers think of activities to do with their children to extend the storytime beyond the library, as well as help them understand how these activities are supporting learning.

No submissions have been recorded for this assignment. Submissions for this assignment will appear in this area.

Please watch the following video for some examples of effective versus ineffective asides.

As a reflection activity and to share with caregivers in future library programs, practice writing an effective aside based on the brain development information presented.

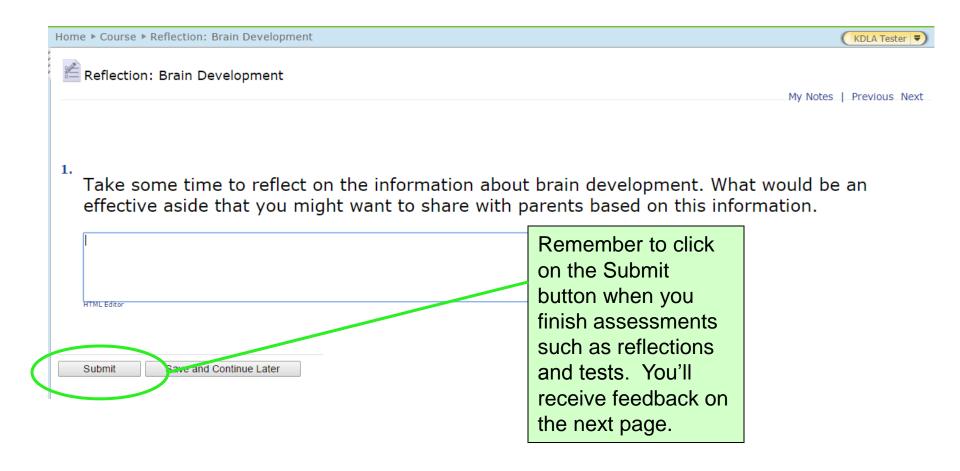


On pages for Reflections, you must click on the Begin Now button to access the assessment after reviewing the content.

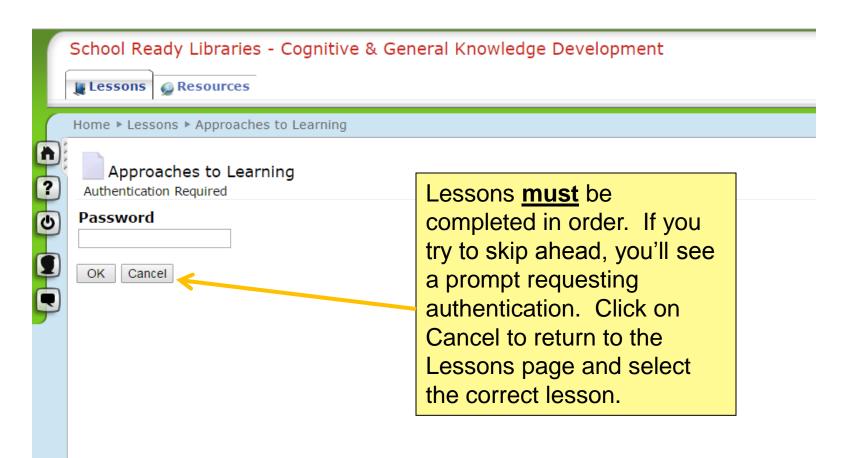
- · This survey is not tied to a gradebook assignment
- · Maximum number of attempts: 1
- . Time limit: Unlimited minutes
- · Review mode: Full

Begin Now

13. Navigating Reflections (2/2)



14. Skipping Ahead - Error Message



15. Course Expiration Notice

From: <kyvc@kyvc.org>

Date: Thu, Apr 14, 2016 at 12:01 AM

Subject: Duration Expiration Notice for SRL 100 2016 at KDLA

To:

Dear

You have 21 days to complete the course after enrollment. You'll receive an automated email when 7 days remain.

This email is to notify you that after 7 days, your course will no longer be available to you. Please take the necessary actions to complete your course.

Provider: Kentucky Department for Libraries and Archives (KDLA)

Course Prefix/number: SRL100

Section: 2016

Course Name: School Ready Libraries - Cognitive & General Knowledge Development

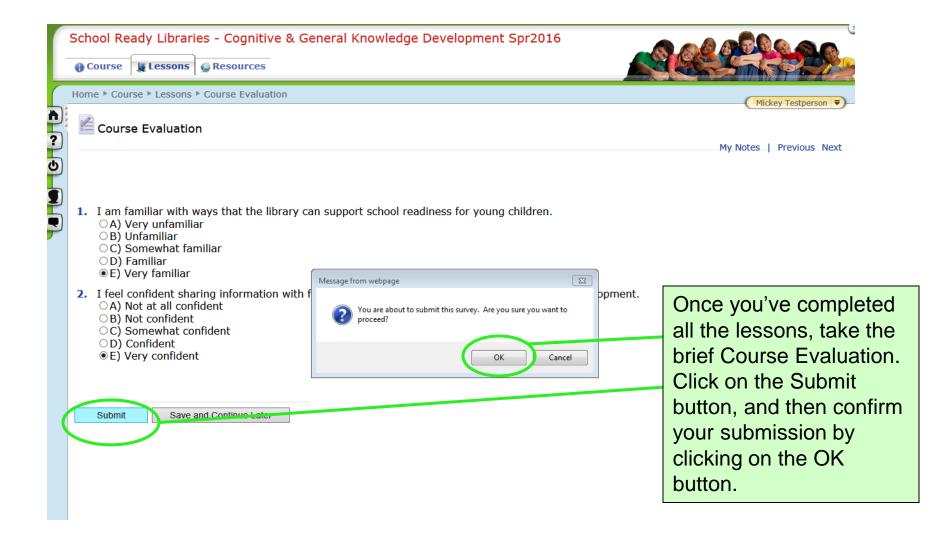
If you have further questions, please contact the Kentucky Virtual Campus (KYVC) Help Desk toll free at (877) 740-4357 or by webform and click the Email a Question tab.

Please do not respond to this email as this mailbox is unattended.

Best wishes.

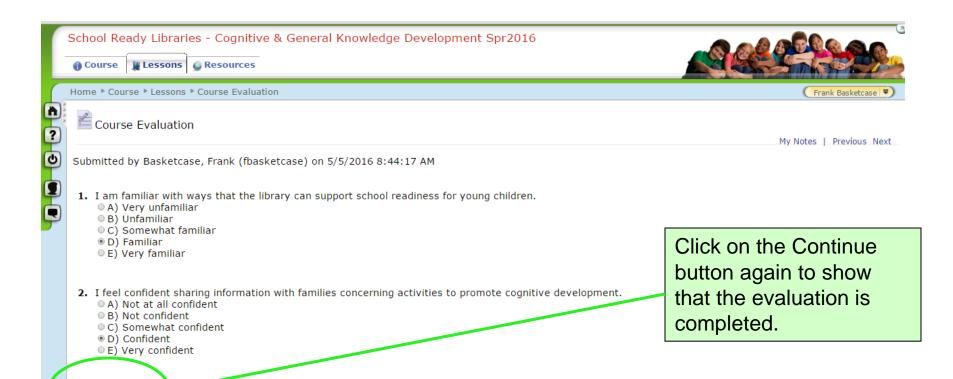
Kentucky Department for Libraries and Archives

16. Course Evaluation (1/3)

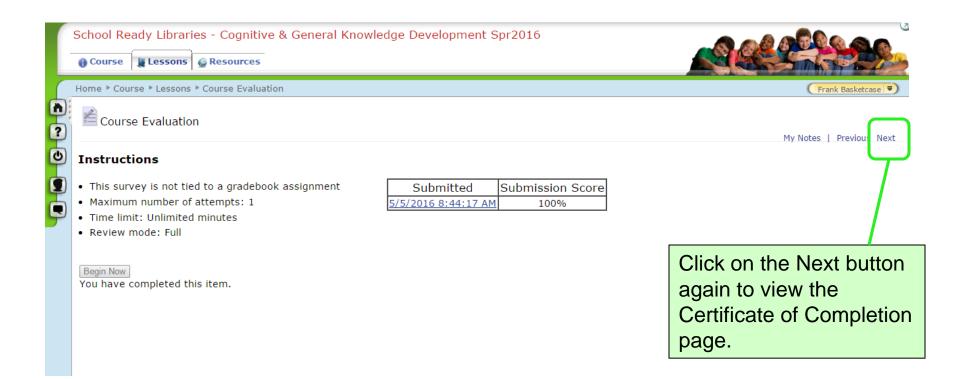


17. Course Evaluation (2/3)

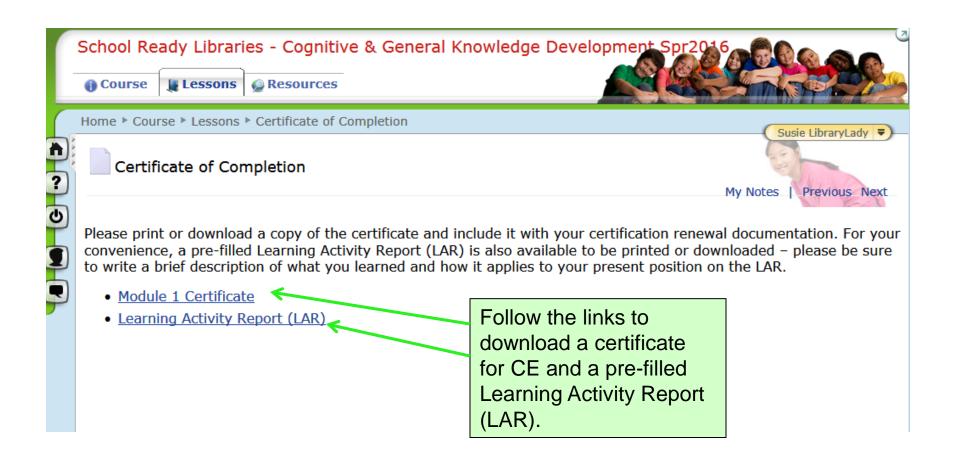
Continue



18. Course Evaluation (3/3)



19. Certificate of Completion



Questions?

- Kentucky Virtual Campus: For assistance, please contact the KYVC help desk online (https://help.kyvc.org/app/ask) or by calling toll-free at 1-877-740-4357.
- Certification: kdla.certification@ky.gov.
- Other comments/questions: Krista King-Oaks, KDLA's Youth Services Consultant: krista.king-oaks@ky.gov or (502) 564-1739.